

DETACHED GARAGE / STRUCTURE OR SHED PERMIT APPLICATION INSTRUCTIONS

Who can take out a permit:

- property owner
- contractor (on properties with 1 or 2 family dwellings, contractor must hold a current Dwelling Contractor Certification, & Dwelling Contractor Qualifier Certification)

Complete Wisconsin Uniform Building Permit application.

Permit application to include:

- Owners name, mailing address and telephone number (if tenant applying for permit, letter is needed from property owner allowing project)
- Contractor's name, mailing address, telephone number and certification number
- Current use of property
- Property address
- Estimated cost of project
- Site plan showing:
 - all lot dimensions of the subject property
 - location and size of proposed structure
 - distances to all property lines, streets, alleys and structures from farthest projection point
 - size and location of other structures
 - dimensions/square footage of all non-permeable areas on lot
 - location and distance of proposed structure to septic system/drainfield and well of property owner and to neighbors septic system/drainfield and well (if applicable)
 - erosion control plan
 - *NOTE: Zoning regulations should be checked regarding size and setback limitations.*
- Plan or drawing showing the following:
 - Footing/Foundation - concrete slab thickness and footing thickness
 - Anchor bolt placement/spacing or how structure is to be anchored.
 - Wall height
 - Building height
 - Wall material size and spacing
 - Window sizes
 - Door sizes
 - Window and door header sizes
 - Truss calculations if trusses are being used
- *If electrical service or wiring is installed, a permit is required. Work must be done by a Master Electrician licensed by the City and all work must be done according to State Code requirements.*
- Permit Fee:
 - RESIDENTIAL
 - Inspection fee: \$.11/sq ft all areas / minimum \$75.00
 - Zoning fee: \$50.00
 - Electrical fee: \$35.00 + .035/sq ft all areas / minimum \$30.00 (if applicable)
 - Plumbing fee: \$35.00 + .035/sq ft all areas / minimum \$30.00 (if applicable)
 - HVAC fee: \$35.00 + .025/sq ft all areas / minimum \$30.00 (if applicable)
 - Erosion control fee: \$40.00 (if applicable)

- COMMERCIAL
 - Inspection fee: \$.11/sq ft all areas / minimum \$100.00
 - Zoning fee: \$50.00
 - Electrical fee: \$35.00 + .04/sq ft all areas / minimum \$75.00 (if applicable)
 - Plumbing fee: \$35.00 + .04/sq ft all areas / minimum \$75.00 (if applicable)
 - HVAC fee: \$35.00 + .035/sq ft all areas / minimum \$75.00 (if applicable)
 - Erosion control fee: \$75.00 (if applicable)

- Garden/Utility Shed - \$25.00

Give permit application to Building Inspector for fee determination, permit approval and signature.

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